

Fairfax-Falls Church Local Human Rights Committee

March 13, 2013

MINUTES

Several members of the Fairfax-Falls Church Local Human Rights Committee met in sub-committee for a non-mandatory meeting at the Pennino Building, 12011 Government Center Parkway, Fairfax, VA 22035-1100. The purpose was for discussion and preparation of recommendations for the entire committee in regard to efficient review of Behavior Plans and Quarterly Reports at the quarterly LHRC meetings. Other issues included management of affiliate information and follow-up. These items have been discussed at various times previously. However, a subsequent review of regulations and the length of time required recently to adequately review all behavior plans and quarterly reports resulted in the decision to form a subcommittee. All volunteer members of the committee were informed about the meeting by an email sent on February 27, 2013.

Committee Members in Attendance: Joyce Stuart, Chair; Louise Evertt, Vice-Chair; Mary Jane Billinger, Member.

Behavior Plans

1. Behavior plans needing review between LHRC meetings.

- The state regulations indicate that behavior plans should be approved by both an “independent review committee” and the LHRC before it is implemented, as well as when it is changed. Several years ago, when we held monthly meetings, the chairperson of our LHRC would give a tentative approval if it was needed before the meeting was held. Now we meet quarterly but have no approach to approvals needed between meeting times. Other committees meet quarterly, so perhaps they have found a way to handle this issue.
- We are assuming that the BMC (Behavior Management Committee) is the “independent review committee” for Fairfax-Falls Church, but we would like to verify that.
- We feel that in order to responsibly review behavior plans, we should be able to review and compare those from both the work and home providers for an individual. Currently we have no way to know whether or not both providers have a plan. Also, assuming that there are both home and work plans, the review dates do not necessarily coincide, making it difficult to coordinate the review of both.
- We decided to ask guidance from the SHRC on the above issues. In addition we will ask about how the SHRC envisioned use of the “pending” count on the current provider report form. (The current provider report form includes a “pending” item. How should it be used: when an issue is new but incomplete? When it has been carried over from a previous period? When it is resolved? Should the provider include an explanation of the issue whether new or carried over? On annual report, should it be counted only once? If carried over from previous year, should it be counted in each year?)

2. We recommend that the LHRC try to provide higher quality review of behavior plans by making a specific committee member responsible for certain individual(s). All committee members who are able will review all behavior plans, but the “responsible” member will probably be able to provide the best coordination between each individual’s work and home, and from one version of each plan to the next. During the meeting, the “responsible” member will give the committee a brief review of the individual’s situation and

any concerns. This will allow members who are unable to review the plans to understand, question and comment on each plan.

3. We reviewed Erin's draft of tracking document for behavior plans.

Quarterly Reports

1. We discussed how to conscientiously review the quarterly reports in as little meeting time as possible. We recommend that all members who are able review all the reports before the meeting, noting any issues, and separating out those with issues for review. At the meeting, we recommend discussing only the affiliate reports with issues, simply skipping those which no member found questionable. Members who cannot review the reports before the meeting will be able to follow the discussion of each and contribute as desired.
2. If an affiliate's report has not been received by the due date, we recommend that the affiliate be invited to attend the next official LHRC meeting with their report in hand.
3. If the LHRC determines that a report should be resubmitted with changes, the LHRC will decide on a per-case basis whether the affiliate will need to attend the next meeting.

Other:

1. In order to complete our Affiliate Information Sheet, we recommend asking each affiliate to answer a brief list of questions corresponding to the information we are currently collecting at the next annual meeting in June.
2. We reviewed the outstanding items from the log and closed out all but three, the most recent. We recommend resuming the practice of placing review of the log on the agenda. We also recommend adding outstanding pending issues to the log. Spreadsheets tracking affiliate information may be added to the log, as appropriate, for periodic review.

Action Items:

- Joyce: Write letter to SHRC as outlined above
- Joyce: create initial list of individuals who have behavior plans. (First step in assigning most responsible committee member.)
- Joyce: create 2nd draft revision of spreadsheet to track behavior plans.
- Louise: create 2nd draft revision of spreadsheet to track quarterly reports.
- Louise: Create affiliate questionnaire for completion at the annual meeting.